

## TRAVEL EXPENSE CLAIM

See Instructions and "Privacy  
Statement On Reverse Side

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STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME

John C. Duncan

SSAN OR EMPLOYEE NUMBER

DEPARTMENT

Industrial Relations

POSITION

CB/ID NUMBER

DIVISION OR BUREAU

Director's Office

INDEX NUMBER

HEADQUARTERS ADDRESS

455 Golden Gate Avenue, 10th Fl.

TELEPHONE NUMBER

STATE

ZIP CODE

CITY

STATE

ZIP CODE

CA

[REDACTED]

San Francisco,

CA

94102

7		2009		(1)		(2)	(3)	(4)	(5)		(6)	(7) TRANSPORTATION				(8)		(9)
DATE		TIME	LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK-FAST	LUNCH	O.T., L.T., N.C., RELO. OR DINNER	INCIDENTALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE MILES   AMOUNT		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY			
1	0700	Tiburon to Sacramento;									P	20.00						
	1900	return									T	4.00	184	101.20		125.20		
8	0700	Tiburon to Sacramento;									P	20.00						
	1900	return									T	4.00	184	101.20		125.20		
9	1530	San Francisco									P	21.00						
	2000															21.00		
14	0700	Tiburon to Sacramento;									P	20.00						
	1900	return									T	4.00	184	101.20		125.20		
16	0700	Tiburon to Sacramento;									P	12.00						
	1900	return									T	4.00	184	101.20		117.20		
20	1130	San Francisco to Oakland;									P	8.75						
	1330	return									T	4.00	30	16.50		29.25		
21	0700	Tiburon to Sacramento;									P	30.00						
	2000	Sac Airport, to Orange Co.	130.98				22.58						92	50.60		234.16		
22	0800	Orange Co. to Sacramento									P	27.00						
	1900	Airport; to Tiburon									T	4.00	92	50.60		81.60		
29	0700	Tiburon to Sacramento;									P	20.00						
	1900	return									T	4.00	184	101.20		125.20		
31	1800	Tiburon to Oakland Airport,									P	22.00						
	2200	to Anaheim; return									T	4.00	70	38.50		64.50		
(10) SUBTOTALS				130.98			22.58					232.75	1204	662.20		1048.51		
COLUMN CODE (ACCTG USE ONLY)																		

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

7/1: Meetings in Sacramento; worked from Sacramento office;

7/8: Meetings in Sacramento; worked from Sacramento office

7/9: SCIF Board meeting, San Francisco

7/14: Meetings in Sacramento; worked from Sacramento office

7/16: Meetings in Sacramento; worked from Sacramento office; 7/20: ARLA Conference

7/21: Meetings in Sacramento;

worked from Sacramento Office

7/22: Presentation in Cerritos

7/29: Meetings in Sacramento;

worked from Sacramento Office

7/31: Presentation in Anaheim

CALSTARS CODING

FY INDEX OBJ AG PCA #REF! PROJ-WP

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

\$0.550

AGENCY ACCOUNTING OFFICE  
USE ONLY

PAID BY REVOLVING FUND CHECK NO.

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt

CLAIMANT'S SIGNATURE

DATE

OFFICER APPROVING TRAVEL &amp; PAYMENT

DATE

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)

DATE